

BURKE COUNTY BOARD OF COMMISSIONERS

FINANCE COMMITTEE

December 15, 2021

The Finance Committee of the Burke County Board of Commissioners met on Wednesday, December 15, 2021, at 4:00 PM in the Training Room. The meeting was called to order by Commissioner Lucious Abrams. Commissioners Nix and Martin were in attendance. Merv Waldrop, County Manager, and Adam Flakes, Assistant County Manager were also in attendance.

Bids for the Tractor with Boom Mower, tabled from November's meeting, were as follows:

BIDDER	BID AMOUNT
J & B Tractor	\$ 180,000
Flint Construction Equipment	\$ 206,595
Blanchard Equipment	\$ 189,400
Atlantic Southern Equipment	\$ 173,500
Mason Tractor Company	\$ 159,177

According to Manager Waldrop, the two low bids provided from Atlantic Southern Equipment and Mason Tractor Company did not meet spec. Discussion was held on future equipment purchases and the possibility of updating required specifications. Commissioner Martin motioned to accept the bid from J & B Tractor, which met spec, and Commissioner Nix seconded. Motion passed 3-0.

Bids for Cleaning Supplies were then discussed. Bids were submitted from the following:

BIDDER	NOTES
Kamo	**Line-Item Bid
S & S Distribution	
Associated Paper	

Josh Daily, Facility Maintenance Director, stated S & S Distributing submitted the greatest number of low bids per line item, per the spec. Commissioner Nix motioned to accept the bid from S & S Distributing with Commissioner Martin seconding. Motion passed 3-0.

HVAC Maintenance bids were then discussed. Bids were as follows:

BIDDER	BID AMOUNT
C D White Inc	\$ 51,320.00 / annual
Rowell Heating and Air	\$ 74,110.00 / annual

Commissioner Nix motioned to accept the bid from C D White, Inc. and Commissioner Martin seconded. Motion passed 3-0.

Inmate Medical Services were then discussed. Bids were as follows:

BIDDER	BID AMOUNT
Southern Health Partners	\$ 231,420.00
Keys Medical Staffing and Svs	\$ 274,500.00
Southern Correctional Svs	\$ 225,600.00

Commissioner Nix motioned to accept the bid from Southern Correctional Services and Commissioner Martin seconded. Motion passed 3-0.

Bids for Janitorial Services for the Law Enforcement Center were discussed. Bids were as follows:

BIDDER	BID AMOUNT	NOTES
Cooks Janitorial Service	\$ 4,893.88 / mo	
Jan-Pro Cleaning	\$ 1,560.00 / mo	
Jani King	\$463	1x carpet cleaning fee
Complete Solutions Cleaning	\$ 5,000.00 / mo	
Easterseals East Georgia/Julia Gentz	\$ 3,472.00 / mo	w/supplies

Austin Miettunen, Sheriff's Office, stated he contacted Jan-Pro Cleaning to ensure they were comfortable with their bid for the three buildings in question, which they stated they were. Commissioner Nix motioned to approve the bid from Jan-Pro Cleaning and Commissioner Martin seconded. Motion passed 3-0.

Bids for the Sheriff's office vehicles were then discussed. Bids for all vehicles are as follows:

2022 4 x 4 Crew Cab Light Duty Pick Up:

BIDDER	BID AMOUNT
Ginn Chrysler Jeep Dodge	\$ 41,766.00

2022 Police Pursuit SUV:

BIDDER	BID AMOUNT
Ginn Chrysler Jeep Dodge	\$ 36,845.00

2022 Police Pursuit Sedan:

BIDDER	BID AMOUNT
Ginn Chrysler Jeep Dodge	\$ 35,641.00

Austin Miettunen stated they would like to purchase the Police Pursuit SUV and rebid the Pickup and Sedan. Commissioner Nix motioned to accept the bid from Ginn Chrysler Jeep Dodge and Commissioner Martin seconded. Motion passed 3-0. Chief Webster stated they would like to rebid the other vehicles as soon as possible as there will be an extended delivery time.

Manager Waldrop then stated he was contacted by Ben Carter, County Architect, on possibly rebidding the Warehouse Project as Milestone Construction has questioned the plans and has concerns about utility placement. Josh Daily stated Milestone was a very reputable company and will work with them concerning any change orders. After discussion, it was decided to not rebid the project.

A budget amendment for adjustment of the Housing Authority Grant was then discussed. Manager Waldrop stated there are funds left from last year that need to be appropriated. Commissioner Martin motioned to approve the budget amendment with Commissioner Nix seconding. Motion passed 3-0.

A budget amendment for the Recreation / Facility Maintenance staff changes was discussed. This amendment will move \$164,000 in salaries from the General Fund to the Facility Maintenance fund. Commissioner Nix motioned to approve the budget amendment with Commissioner Martin seconding. Motion passed 3-0.

Discussion on the budget amendment for Internal Service Funds monthly cost allocations was held. Commissioner Nix motioned to approve the budget amendment with Commissioner Martin seconding. Motion passed 3-0.

Next, the Committee discussed the approval of an annual payment to catch up the Pension Contribution. In the past, 9% of salaries have covered pension. It is now 11% due to specific factors such as salaries and age. Michael Wiseman, Finance Director, stated his amendment will not affect the budget. The payment to catch up the Pension Contribution will be approximately \$1.3 million. Commissioner Nix motioned to approve the payment with Commissioner Martin seconding. Motion passed 3-0.

The Committee then reviewed and questioned submitted Authority to Pay requests. Commissioner Martin questioned why there were no purchase orders for certain requests and discussion was held on the issuance of blanket purchase orders for specific vendors for the Sheriff's Office. Commissioner Martin questioned a request for Payroll Plus in the amount of \$1,220.00 for Sheriff's Office monthly payroll services. Commissioner Nix motioned to pay all Authority to Pay requests, but to pay the litigation fees for the Sheriff at the rate paid to the County Attorney, which is approximately \$165 / hour, not the \$289 / hour billed. Commissioner Martin stated he would approve all Authority to Pay requests except the Payroll Plus invoice. Motion passed 2-1 with Commissioners Nix and Abrams in favor and Commissioner Martin against.

The Committee then reviewed and questioned check runs for the month of November and discussed the new email process of delivering payroll check stubs and email copies of purchase orders to appropriate department heads.

Commissioner Abrams inquired into the law enforcement agreement the City of Midville is wanting to implement. Austin Miettunen and Chief Webster explained the Sheriff's Office's intent on the handling of services, which should be approximately for six months to a year. Several concerns relating to liability

were addressed. Manager Waldrop stated he would like to see reimbursement for fuel and vehicle wear and tear. Manager Waldrop will have an Agreement for the Board to review at the Called Meeting on Wednesday, December 22, 2021.

Chief Webster then extended an invitation to Plant Vogtle's Shooting Range Open House on Thursday, December 16, 2021, from 11:00 am – 1:00 pm.

There being no further business, the meeting was adjourned at 5:00 p.m.

Lucious Abrams, Committee Chairman

Evans Martin, Commissioner

R. Tommy Nix, Commissioner

Merv Waldrop, County Manager